



GEORGE W. LINDBERG

COMPTROLLER
STATE OF ILLINOIS

June 4, 1976

PAYROLL BULLETIN
(5-76)

201 STATE HOUSE
SPRINGFIELD, ILLINOIS 62706
217/782-6000

TO: All State Agencies, Departments, Boards
Commissions and Universities

SUBJECT: Wage Deduction Entries on the Payroll Voucher

Due to the increased number of wage deductions processed through our Payroll System, we are requesting each payroll-submitting agency to separate all wage deductions from the tax levies and bankruptcies on the payroll voucher. The wage deductions are to be printed on line #3 in fields #51 and #52 on the payroll voucher. Any payroll voucher submitted to this office on or after July 1, 1976 must comply with this change or it will be returned to the agency for correction.

Changes to the payroll voucher are as follows:

1. Wage deduction (garnishments) information is to be taken out of the tax levy/bankruptcy field #66 and the amount is to be printed in field #52.
2. Each wage deduction is to have a unique code in field #51. The code is to be three digits in length and is to indicate the number in sequence that this wage deduction appears in the voucher. The first detail record on the voucher with a wage deduction is to be coded "001", the second "002" and so on.
3. A trailer record is to be generated for each wage deduction detail record. The Comptroller's code is to remain "97" and the actual code is to be the same as the wage deduction code found on the detail record for which this trailer record applies. The trailer amount will be equal to the amount withheld for the wage deduction on the detail record. The payee name on the trailer will remain the same as it has been. (Refer to Payroll Bulletin 15-75)
4. Summary page totals must be produced for the wage deduction field like they are for all other amount fields in the voucher.

If an individual has more than one wage deduction to be applied on the payroll, show the accumulated amount of the multiple wage deductions in

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the garnishment amount field in the detail record and make individual trailer records for each of the unique garnishments contained in the detail record. All of the wage deduction trailer records applying to this one detail must contain the same actual code as the wage deduction code specified in the detail record.

Salary reversals may not be processed for wage deductions, tax levies or bankruptcies. These fields must contain zeroes on a salary reversal detail record.

Enclosed is a reduced copy of the payroll voucher showing where wage deduction information is to be located.

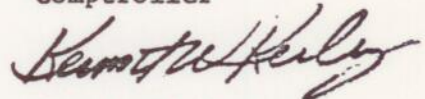
In addition, it is essential that the wage deduction summons is in our office before the payroll voucher on which the employee appears is processed.

This may be accomplished by either submitting the summons ahead of the payroll voucher or transmitting the summons along with the payroll voucher.

If you have any questions, please contact me at (217) 782-4758.

Very truly yours,

George W. Lindberg
Comptroller



By: Kermit W. Kerley
Payroll Supervisor

KWK/lj

enclosure

CERTIFICATE OF DIRECTOR OF PERSONNEL
I HEREBY CERTIFY THAT THE PERSONS NAMED IN THIS PAYROLL VOUCHER
CONTAINING NAME(S) HAVE BEEN APPOINTED, EMPLOYED AND ARE TO
RECEIVE SALARIES OR WAGES AT THE RATES OF COMPENSATION INDICATED
FOR THE POSITIONS HEREIN ABOVE LISTED AND SHOWN BY THE OFFICIAL POSITER
IN ACCORDANCE WITH THE PROVISIONS OF SECTION 12A OF THE
CODE, EXCEPT THOSE CROSSED OUT AND THOSE WHO ARE EXEMPT (INDICATED
BY ASTRISK).

DIRECTOR OF PERSONNEL